

**CALIFORNIA CONSERVATION CORPS  
CENTRAL SERVICE DISTRICT  
POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION: <b>Center Director</b>	REPORTING UNIT NUMBER: <b>630</b>
DIVISION/BRANCH OR CENTER: <b>Central District</b>	LOCATION: <b>Placer Center</b>
CLASS TITLE: <b>Conservation Administrator II</b>	POSITION # <b>533-630-1007-001</b> EFFECTIVE DATE: <b>5/1/2006</b>

**SUPERVISION EXERCISED**

NUMBER	DIRECT SUPERVISION	NUMBER	INDIRECT SUPERVISION
1-3	Conservation Supervisor	1-4	Office Technician
1-2	Business Services Officer	1-4	Office Assistant
1-3	Conservationist 1 and/or 2	1-4	Conservationist 2
		6-20	Conservationist 1
		1-3	Supervising Cook
		1-5	Cook
		1-3	Fish Habitat Specialist
		1-3	Fish Habitat Assistant
		3-15	Special Corpsmember
		80-200	Corpsmember

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

**Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.**

Indicate %      Duties:

40%	<p>Under the general supervision of the Central District Director, the Center Director is responsible for planning for and managing all aspects of Placer Center. The Center Director is responsible for implementing the mission of the department using clearly defined goals and objectives. That mission is to train young people to become productive and employable citizens through hard work in environmental conservation, fire protection, and emergency services. The Center Director adheres to and manages from the policies, regulations, and guidelines of the department, control agencies, and state and federal law, and maintains current knowledge of these directives. Additionally, the Center Director manages in a systematic and purposeful manner with a focus on results; works through the chain of command; works closely with other CCC entities and managers; maintains high standards; leads by example; develops and fosters a working environment that is consistent with the mission of the department; and plays a significant role in the professional development of staff and corpsmembers.</p> <p><b>OPERATIONS:</b> Develop detailed plans for implementing and carrying out the CCC's programs and the administrative activities of the Center. Ensure that the plans are carried out. Ensure all Center activities are carried out in compliance with appropriate statutes, regulations, policies, and procedures. Plan corpsmember training and work projects on a long-term, regional basis. Assess the Center's corpsmember recruitment needs, evaluate the retention rate and make adjustments and/or recommendations for improvement as needed. Manage and control reimbursement projects pursuant to statutory, regulatory, and contract requirements. Manage the inventory and maintenance of Center equipment, vehicles, and physical plant. Manage the maintenance of Center grounds and buildings to include the analysis, development and presentation of Center requests for improvements and/or capital outlay. Plan and manage Center purchasing to fulfill training, work plans and program needs. Manage the recording, analysis, and presentation of Center productivity,</p>
-----	---

	<p>focusing on corpsmember and staff achievements and the results of work projects. Manage all third-party vendor work. Promote the CCC and corpsmembers for working relationships and employment opportunities to the local population and businesses, other state agencies, local media, local governments, and local Legislative staff.</p>
20%	<p><b>PERSONNEL:</b> Manage staff to work toward the common goals of the Center. Provide direction, guidance, assistance, and appropriate tools and training to staff and corpsmembers. Ensure all staff and corpsmembers receive appropriate orientation and training regarding state and department policies and procedures. Determine staff training and development needs and coordinate with the department's training unit within the personnel branch to prepare plans to meet the needs identified. Ensure that the plans are implemented. Monitor and evaluate staff performance using clear objectives, regular appraisals, and the progressive disciplinary process to improve performance where unsatisfactory performance in staff is identified. Take appropriate personnel action. Work with the department's personnel office to ensure the Centers adherence to department personnel and management policies, and state and federal workplace law. Work with the department's personnel and legal offices to investigate and respond to corpsmember and staff personnel actions. Manage, reconcile and control personnel transactions to adhere to budgeted position and funding authorities.</p>
15%	<p><b>FISCAL:</b> Develop annual budgets and monitor revenues and expenditures. Manage and control Center costs and ensure costs are aligned with staff and corpsmember levels, the fulfillment of training and work plans, and other specified spending limits. Manage the collection, analysis, and presentation of Center financial information for district and department reports, including mid-year and year-end fiscal projections, monthly revenue projections, and monthly expenditure forecasting. Request, justify and defend any revisions to realign or modify budget allocations based on training and work plan needs or enhancements. Oversee procurement and contracting activities, including managing and controlling delegated purchase authority for goods and services in accordance with budget authority and State mandates; and monitoring and managing contracts, CalCard, Voyager, and other State purchasing programs.</p>
15%	<p><b>CORPSMEMBER DEVELOPMENT:</b> Ensure that corpsmembers are provided a safe and positive working and living environment. Ensure that requirements are met in all program areas, including skills training, education, career development, counseling, post-corps transition, health and safety, security, and recreation. Emphasize the importance of service activities and ensure that adequate opportunities are provided for corpsmembers to serve their community.</p>
10%	<p>Travel to Center worksites, CCC Headquarters, and other locations. Assist in the formulation of, and make recommendations regarding, department and district goals, objectives, policies, and procedures.</p>